

## **Bernard Ghandour**

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### **OBJECTIVE**

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Seeking a challenging position in a progressive organization that offers opportunities for advancement and where my skills can be employed and developed.

### **EXPERIENCE**

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<b>Oct 2018 till Present</b>	<b>Staff Sergeant in Lebanese Army:</b> <ul style="list-style-type: none"><li>- Administrator;</li><li>- Stock Keeper.</li></ul>	<b>Lebanon</b>
<b>Dec 2016 till Present</b>	<b>Freelance financial Advisor:</b> <ul style="list-style-type: none"><li>- Assist People with their financial situation and making recommendations;</li><li>- Help individuals plan for all circumstances such as expenses and retirement, and tell them about investment options and potential risks;</li><li>- Research Investment opportunities.</li></ul>	<b>Lebanon</b>
<b>Aug 2015</b>	<b>Intern at Credit Libanais Bank:</b> <ul style="list-style-type: none"><li>- Processing loans (filling applications, posting stamps, ensuring contact endorsements, etc...);</li><li>- Account opening process;</li><li>- Communication Process with the CL's clients (welcoming customers, explaining about a product, etc...);</li><li>- Observing Teller's operations (versement, retrait, etc...);</li><li>- End of the day closure;</li><li>- Issuing and executing portfolio Bills.</li></ul>	<b>Beirut, Lebanon</b>

### **EDUCATION**

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<b>Sep 2017 till present</b>	<b>La Sagesse University</b> Masters in Business Administration, Minor in Banking and Finance	<b>Beirut, Lebanon</b>
<b>Sep 2014 to July 2017</b>	<b>La Sagesse University</b> Bachelor in Business Administration, Minor in Banking and Finance	<b>Beirut, Lebanon</b>
<b>Oct 1999 to June 2014</b>	<b>Val Pere Jacques School</b> Lebanese Baccalaureate: Official in 2014	<b>Beirut, Lebanon</b>

## **SUMMARY SKILLS**

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**ADMINISTRATIVE SKILLS:** Analytical Thinking, Problem Solving, Strategic Planning and Enhancing Work Efficiency.

**COMPUTER SKILLS:** MS Word, Excel, PowerPoint, Access, HTML.

**SOFT SKILLS:** Easy Going and Positive Person with great Social and Communication Skills, experienced in Leadership, Management, Team Collaboration and Coordination.

**LANGUAGES:** Fluent in Arabic, English and French (writing, reading and speaking).

## **INTERESTS AND HOBBIES**

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- Sports: Soccer, Basketball, Swimming, Running
- Music
- Social
- Networking
- Others: Watching Movies, Online Gaming

## **REFERENCES**

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Available upon request